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DD/A 80-0069/6

ODP # 0-811

16 JUN 1980

MEMORANDUM FOR: Director of Communications
Director of Data Processing
Director of Finance
Director of Logistics
Director of Medical Services
Director of Security
Director of Training
Chief, Information Services Staff, DDA

FROM: 25X1A [REDACTED]
[REDACTED] Chief, Management Staff, DDA

SUBJECT: Third Quarter 1980 DDCI Goals Program Review

REFERENCE: Multi-adse Memo from DDCI dtd 4 Jun 80,
Subject: FY-80 Goals Program (ER 80-4482)

1. The attached memorandum announces the Third Quarter FY-80 DDCI Goals Program review. We are scheduled on 24 July 1980 from 1500 to 1630 hours in the DCI Conference Room. Don wants all addressees to attend. (U)

2. Don and Bill Hart have decided upon an agenda of goals to be presented to Mr. Carlucci. A total of 10 major goals will be reported to the Deputy Director of Central Intelligence (DDCI), five of which will be briefed in their entirety and two others which will be briefed in part. The agenda is:

Goal	Responsible Component	Brief
The CIA Classification Review and Information Release Program	ISS	yes
<u>Agency Space Planning</u>		
-- 85,000 sq ft building update	OL	yes
<u>Directorate Progress in Implementing Recent Agency-wide Personnel Management Decisions</u>	CMO	no
-- Agency-wide vacancy notices		
-- Uniform panel precepts		
-- SIS senior officer development		

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DERIVATIVE CL BY [REDACTED]

DECL REVW ON 17Jun00

DERIVED FROM DDCI multi-adse memo
ddt 4Jun80 (ER 80-4482)

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Responsible Component Brief

Directorate Progress in Improving 1980 Annual Personnel Plan Statistics

CMO

- Personal Rank Assignments (PRAs)
- Counseling cases
- Retirement and resignation projections
- Rotational assignments

no
yes
no
yes

Office of Security Implementation of APEX

OS

yes

25X1C

OC

yes

SSA

yes

Strengthen the Agency-wide Policy Coordination Role of the Office of Training

OTR

- Component-conducted training survey
- Progress of and evaluation plans for the Agency Language Improvement Program
- DCI interest in education for the intelligence profession

no
no
yes

Administrative Problems Faced by Overseas and Employees

SSA

yes

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Oversee Completion of the Information Handling Task Force Study

IHTF

no

Provide Timely and Responsive Support and Coordination to the DDO in Development of the CRAFT Concept

ODP

no

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While CMO and SSA are requested to prepare appropriate progress reports, Don will brief the APP, [REDACTED] administrative issues, and overseas/domestic employee support goals himself. (S)

3. Briefing assignments are as indicated above. Each of you is asked to keep your presentations crisp and to limit your formal presentation to about 5 to 7 minutes so that the DDCI can have time to react to your briefings and yet ensure that all of you can get to and through your material. (U)

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4. Formal paperwork (Goals and progress report) associated with the Goals Program has again been requested. Attachment B is an example of the required format. These written reports must be submitted to [REDACTED] by 17 July. We have been asked to limit them to one page. In order that we have sufficient time to standardize them, we ask that you submit them by 9 July 1980. (U)

5. Don has again asked that we dry-run our presentations before the 24th. We have scheduled the dry run in the DDA Conference Room on 16 July 1980 from 1530 to 1700 hours. (U)

6. To summarize, the scheduled events leading to the 24th are:

9 July: Goals and progress report (one copy only) due to DDA Management Staff

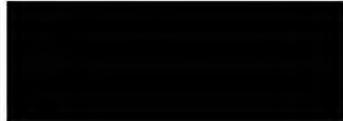
16 July: Dry run in DDA Conference Room from 1530 to 1700 hours

17 July: Directorate Goals and progress reports to DDCI

24 July: Third Quarter FY-80 DDCI Goals Program review (U)

7. I am available to discuss this with you if you have questions. (U)

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Attachments:

- A. Referent Memo
- B. Example - Goals and progress report

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ATTACHMENT A

Executive Registry

80-4432

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4 June 1980

MEMORANDUM FOR: Deputy Director for Administration
Deputy Director for National Foreign Assessment
Deputy Director for Operations
Deputy Director for Science and Technology
Inspector General
General Counsel
Legislative Counsel
Comptroller
Director, Office of Equal Employment Opportunity
Director of Personnel Policy, Planning, and
Management
Director of Public Affairs

FROM : Deputy Director of Central Intelligence

SUBJECT : FY-80 Goals Program

1. The tentative schedule for the FY-80 CIA Goals Program Third Quarter review is as follows:

DDO	17 July	1500 - 1630
DDA	24 July	1500 - 1630
DDNFA	31 July	1500 - 1630
DDS&T	7 August	1500 - 1630

All meetings will be in the DCI Conference Room.

2. In preparing your goals for this quarter, please carry over any appropriate goals from our last discussions and continue to utilize appropriate objectives of your SIS Advance Work Plan. You should add other recent top priority goals for your area that you wish to discuss. You can also begin your transition to FY-81 goals.

3. All directorates should have an appropriate personnel management goal focusing not only on implementing recent Agency-wide personnel management decisions--e.g., Agency-wide vacancy notices, uniform panel precepts, and SIS development--but also on personnel goals or issues unique to your directorate. Please include areas of concern that I highlighted in my memo to you on your FY-80 APP, particularly on reducing PRAs, better personnel planning, and improved EEO performance.

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DERIVATIVE CL BY _____
 DECL & REVW ON June 00
DERIVED FROM Multiple--See
Component Goals Packages

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4. Please either assure that the following goals are included or give me a reason why they are not appropriate:

DDA

- Progress and evaluation plans for Agency Language Improvement Program; other OTR activities
- [REDACTED]

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- Space planning, implementation of recent EXCOM decisions
- [REDACTED]

DDO

- Agent communications (with S&T)
- [REDACTED]

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- Overseas crisis management
- [REDACTED]

DDS&T

- Progress in preparations to exploit new imaging systems
- [REDACTED]

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NFAC

- Progress in improving the quality of analysis
- Progress/problems on long-range plans for major intelligence questions of 1980s, including expanding reporting on world-wide energy demand
- Improved warning and crisis management and progress on Continuity of Government project

5. Please submit your goals to me at least one week before your scheduled meeting. Include objectives, milestones, progress to date, and any issues or problems. Most, if not all, of your office/division chiefs should participate in your review session. Each of the deputy directors is invited to attend each others' meetings. If a deputy director cannot attend, he should send a principal alternate who can speak for him.

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6. I would like each of the seven independent office directors to provide me with a brief, written quarterly progress report on his individual Advance Work Plan objectives by 4 August. Include any issues or problems you may want to bring to DCI/DDCI attention or any revisions you may want to propose. OPPPM should discuss in some detail progress in implementation of the many EXCOM/NAPA recent decisions.

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Frank C. Carlucci

cc: DCI 25X1A
SA/DDCI/ [REDACTED]

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CIA GOALS PROGRAM

Goal: Increase the acquisition and maintenance of foreign language skills of Agency employees.

Presenter: Donald E. Smith
Director of Training

Milestones: 1 Oct 1979 - Initiate New Language Incentive Program throughout CIA.

Review and refine Unit Language Requirements (ULRs) by directorate.

LDC assumes responsibility for reporting to DTR on the program.

1 Feb 1980 - LDC report for FY 1979 provides current status and comparison of employees enrolled in language training during the past three years.

1 Jul 1980 - Report on comparison of awards made under the new program with those made in each of three prior years.

1 Jul 1980 - Prepare a fiscal year estimate of costs for maintenance awards.

1 Jul 1980 - Complete development of Recorded Oral Proficiency Examinations (ROPE) in 14 foreign languages.

Quarterly plus two weeks - Report on Language Use Awards (LUAs).

Progress to Date: All four directorates have reviewed and refined individual ULRs; NFAC awards in abeyance pending new review scheduled for completion in February 1980.

Seven languages have been written and recorded under ROPE. Seven others are in progress.

Part-time training sharply increased following implementation of the incentive program. DDO and NFAC show increases of 69 and 85 percent respectively.

Full-time training, current and projected, shows no change as compared with FY 1979.

First quarter FY 1980 - 563 Language Use Awards in effect at a total cost in FY 1980 of \$731,900. If estimated 38 percent fulfillment rate of the 2,225 ULRs is reached, yearly cost would be \$1,108,000.

Issues and Problems: Comptroller has been requested to clarify funding of LUAs. NFAC to complete review of LUAs, using stringent criterion.

15 Feb 1980

GOALS AND PROGRESS REPORT

CIA GOALS PROGRAM

Goal: Provide timely and responsive support and coordination for the accelerated design, development, and implementation schedule for the CRAFT concept. (S)

Presenter: Bruce T. Johnson
Director of Data Processing (U)

Milestone: Develop concept paper for policymakers that outlines the program and preliminary estimates of the resources needed to bring it into being. (U)

Progress to Date: 7 January 1980 - The DDA noted that an accelerated effort for CRAFT would include communications and data processing DDA resource commitments. (S)
14 January 1980 - Draft of "A Plan for Accelerating the Provision of ADP Support to DO Field Stations" was issued by DDO. (S)
28 January 1980 - C/IMS/DDO informed by D/ODP that DDA would provide knowledgeable officers from OS, OL, OC, and ODP on a full-time basis to work with IMS personnel to develop a concept paper which would replace the 14 January draft. (U)
4 February 1980 - DDO/DDA CRAFT Working Group began development of an interim solution for the CRAFT Project. Target date for completion: 15 February 1980. (S)
6 February 1980 - DDO presented a briefing on CRAFT to EXCOM, drawing upon the preliminary work of the DDO/DDA CRAFT Working Group. The DDCI tasked the Comptroller to evaluate the proposal, its funding needs, and to determine how best to proceed. The ADDO, ADDS&T and ADDA agreed to detail personnel with appropriate technical and managerial skills to serve on an ad hoc review team which is to be organized under the auspices of the Office of the Comptroller. (C)

Issues and Problems: Awaiting the first report of the CRAFT Working Group mentioned above and its review by the Comptroller's team before the initial issues and problems are identified (S)

DERIVATIVE CL BY 278525
 DECL REVW ON 8Feb2000
DERIVED FROM A9c5.2

MEMORANDUM FOR: *Y/83/9*

Re para. 4, do you have to
submit a written report?
(One 7/9)

If so, does C/415 have the
action? Yes.

C/415 - Pls review our CRAFT
file to see if you can find post-facts
evidence of "milestones". Much of the "record"
is informal, I'm afraid. Berne can tell you
~~when he started work~~ ^{Date} ~~on the task~~

FORM 101 USE PREVIOUS
5-75 EDITIONS

may have some clues, but lets
not get too involved. I need a
skeletal temporal framework
to which I can attach a few
general substantive comments.
If it gets sticky, see me.

Terry

25X1A



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ROUTING AND RECORD SHEET

ODP # 0-811

SUBJECT: (Optional)

STATINTL

Third Quarter 1980 DDCI Goals Program Review

FROM:

Chief, Management Staff, DDA

EXTENSION

NO.

DD/A 80-0069/6

DATE

STATINTL

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Director of Data Processing

TUBE DX-6

2. DD } Read

3. EO } Copy

4. C/MS

5.

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

Comments

Oct 22 1980